

**NAUGATUCK VALLEY COMMUNITY COLLEGE
REGISTRAR
(COMMUNITY COLLEGE PROFESSIONAL 19)
12 MONTH TENURE TRACK POSITION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Salary Range: \$68,419 - \$110,458 *commensurate with education and experience*, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.

Closing Date: September 4, 2016

Anticipated Starting Date: Fall Semester 2016

Naugatuck Valley Community College (NVCC) is one of twelve community colleges comprising the Connecticut State Colleges and Universities (CSCU) system. The college has two campuses, one in Waterbury and one in Danbury. NVCC awards associate degrees and certificates across four academic divisions in over 60 programs in a broad range of fields including occupational and career studies. Reporting directly to the Dean of Academic Affairs, the Registrar is responsible for ensuring the integrity and security of the academic records of current and former students. This position manages a comprehensive data system of student records and information. A major focus of the position is the maintenance of academic data and the creation of reports to provide an accurate record of each student's academic achievements. Certifying students' eligibility for graduation and/or transfer is a critical task charged to the Registrar. There is a demand upon the Registrar to establish a reliable continuity of each student's academic history which involves interpretation of academic equivalencies from other institutions and certifying organizations.

MINIMUM QUALIFICATIONS:

Master's degree in an appropriately related field, together with two to five years of related higher education experience which includes two years of experience in the supervision of the work of others; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. Minimum qualifications also include:

- Demonstrated advanced knowledge of student records practices and methods which generally are accepted by the higher education field;
- Demonstrated advanced knowledge of computerized and manual systems for collecting, preserving and reporting student information; Strong information technology literacy skills;
- Demonstrated ability to develop and manage operating budgets and plans;
- Demonstrated ability to lead and direct human resources in performance of detailed and responsible work;
- Demonstrated ability to interact favorably with faculty, administrators, staff, students and public.

Experience working in a Registrar's office in a community college or university is strongly preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

RESPONSIBILITIES:

The Registrar is accountable for the accuracy, reliability, timeliness, retrieval, reporting and security of information about the College's students and other duties as assigned. Major responsibilities also include:

- Student registration;
- Comprehensive student records;
- Interpretation, programming and implementation of academic policy;
- Reporting of student information which includes degree/certification completion;
- Budget management;
- Management of staff.

TO APPLY: For complete application instructions, please go to the Naugatuck Valley Community College website at [Registrar Position Announcement](#)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

Naugatuck Valley Community College is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.